

Post On Bulletin Board

Technician Job Vacancy Announcement

Human Resources Office
South Dakota National Guard
2823 West Main Street
Rapid City, South Dakota 57702-8170

Technician Job Vacancy Announcement Number: **09-14**

Position Title and Number:

Administrative Officer D1174000

Series, Grade:

GS-0341-11

Type Appointment:

Excepted: Officer

Location of Position:

JFHQ, Rapid City, SD

Salary Range:

\$57,408 to \$74,628 Per Annum

Open: **23 October 2013**

Close: **08 November 2013**

Area of Consideration

1. All permanent Technicians of the South Dakota Army National Guard. Applicants must presently be an Excepted employee or a Non Dual Status employee eligible for Excepted status.

NOTE: This Job Vacancy Announcement is also being advertised as an AGR position on a separate announcement.

Instructions to Applicants

1. Individuals who meet minimum qualifications may apply on the Internet at

<https://www.usajobs.gov/GetJob/ViewDetails/353832600>

You will apply to job announcement **SDARNG 09-14 (982030)** and submit all the documents required by USA JOBS.

Note. Applicants are strongly encouraged to submit a separate sheet(s) addressing the Knowledge, Skills and Abilities (KSAs) and how they relate to work experience, education or training. Attached sheets must be uploaded to the application process online. Follow all procedures and instructions listed on USA JOBS.

2. Applications must be received on the Internet at USA JOBS no later than 24:00 HRS Eastern Time on the closing date.

Minimum Requirements for Consideration

General: Experience which provided a basic knowledge of the principles of organization, management and administration.

Specialized: 36months experience in the knowledge, skills and abilities (KSAs) as listed below. Such experience is gained in a line of work similar or closely related to the work of the position to be filled. Three full academic years of graduate education in business, administration or management will meet all the requirements for GS-11. The education must have been in fields directly related to the type of work of the position to be filled:

- Ability to plan, organize and coordinate work.
- Knowledge of management practices.
- Ability to analyze work problems having an administrative aspect.
- Knowledge of administrative procedures and training policies.
- Knowledge of the organization and its mission.
- Knowledge of organizational staff procedures.
- Ability to supervise and manage personnel.

Compatibility Requirements

Selected individual must be assigned to a compatible military position in the following MOS/AOC within 90 days of effective date of hire: Officer: branch immaterial (Predominate AOC or Branch of the Organization), 42B, or 42H. Military grade inversion within the full-time work force is not permitted. The military grade of the full time supervisor must equal or exceed the military grade of personnel supervised.

Summary of Duties

This position is located in a Battalion (Bn) size headquarters of the ARNG. The purpose of the position is to function as the Officer in Charge (OIC) of the organization, representing the commander in oversight and conduct of all functions of the organization and is responsible to ensure the Commander's policies are implemented. Develops plans and procedures for personnel management, supply management, administration, and public relations in the command. Provides staff planning and assistance to ensure that required personnel, administration, logistics, strength, public relations, and readiness objectives are achieved and requirements are accomplished. Activities at this level are concerned with the mobilization readiness of military personnel in a wide variety of occupations including clerical, trades and labor, administrative, technical, and/or professional skills.

Miscellaneous

1. A complete description of duties and responsibilities can be found in the Position Description available at the Human Resources Office at Camp Rapid or at the position assignment location.
2. If you have questions or need additional information about this announcement, contact the Personnel Staffing Specialist, (605) 737-6659/DSN 747-6659, at the Human Resources Office in Rapid City.

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